

# RECORDING & FILMING



# Venue Hire Information Pack

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## Contact:

Christopher Roberts & India Ashberry

National Centre for Early Music

St Margaret's Church

Walmgate

York YO1 9TL

01904 632220

[events@ncem.co.uk](mailto:events@ncem.co.uk)

[ncem.co.uk/venue-hire](http://ncem.co.uk/venue-hire)





# Venue Information

The National Centre for Early Music is based in the medieval Grade One listed converted church of St Margaret's which stands in the heart of the City in its own grounds with an attractive and spacious church garden. It was converted in 2000 thanks to a National Lottery grant, which transformed the building into a stunning setting for music. The NCEM runs a year-round music programme promoting classical, folk, world and jazz music as well as hosting the internationally acclaimed York Early Music Festival.





# Facilities

The National Centre for Early Music has an excellent natural acoustic which can be enhanced by acoustic baffles set high on the walls of the church. Designed and implemented by the country's leading acousticians, Arup Acoustics, the baffles allow the Centre to be utilized for speech, drama and contemporary music as well as early music.

The NCEM has warm, dry facilities including kitchens, changing room, overnight parking, wire-less broadband and a friendly, welcoming reputation.

If you plan to bring your own recording/filming equipment, you must advise us in advance (it helps us plan your visit). Please note that all electrical equipment must be PAT tested.

Alternatively, the NCEM digital team and recording/filming equipment are available to use – please contact us to discuss your needs.





# Location

York is situated in the heart of Britain with excellent rail, road and airport links. The train journey takes just under 2 hours from Kings Cross, London, just over 2 hours from Edinburgh and 1 hour 20 minutes from Manchester.

The main NCEM entrance is on Percy's Lane off Navigation Road but there is also access from Walmgate through the church garden. The Walmgate entrance is open for events only and not during normal office hours.

# Parking

There are 6 car parking spaces available for you to use in the venue car park, these include 2 disabled spaces, however this must include parking for your suppliers if required. The closest car park to the NCEM is Peel Street, which is approximately a 4-minute walk away.

To find out more about local parking go to <http://www.parkopedia.co.uk/>

# Access

The NCEM is completely flat-floored throughout making it an accessible building for wheelchair users with or without an accompanied helper. There is an entrance ramp from Percy's Lane and the Walmgate entrance is flat, allowing full access from both directions.

The NCEM has an induction hearing loop installed in the main part of the venue. You do need to let us know before arrival if you require the use of our hearing loop during your visit as it is not always turned on. The NCEM can also recommend reputable BSL interpreters or palentypists if required.

There are two designated disabled car parking spaces in the adjacent car park. If you need to book a taxi suitable for wheelchair travel, contact C & P Services on 01904 413121 or Station Taxis on 01904 6 23332. Please book as early as possible as they operate a busy service.

If you have any questions regarding accessibility, please get in touch.





# Hire Charges and What's Included

## Facilities included in hire:

- Exclusive use of St Margaret's Church, the Control Room, Kitchen and Garden area
- Heating including under-floor heating in the Church
- High speed Wi-Fi throughout the building
- Use of recording facilities as outlined in the previous information
- Up to 15 music stands (when available)
- Parking for up to 6 cars in the venue car park (including 2 disabled spaces)

## Hire charges (per day):

Monday – Friday	9.00am – 5.00pm	£400.00 + VAT
Saturday/Sunday	9.00am – 5.00pm	£600.00 + VAT

Additional days hire pro rata – quotes available on request.

## Available for additional charges:

- Use of piano/harpsichords/chamber organ/fortepiano (plus tuning) – please ask for more details
- Staging – up to 6m wide and 4m deep
- Up to 12 atmospheric LED uplighters
- Up to 6 floor-standing candelabra
- Tea/coffee refreshments
- Meeting Room – additional warm up or rehearsal space
- Livestream/recording service – please contact us to discuss your needs